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NASX 180.01: Special Topics - Event Planning - Kyi-Yo Pow Wow

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**NASX 180.01: Special Topics: Event Planning
Spring 2014, M-W 12:40-2:00pm, PFNAC 202**

Instructor: Heather Cahoon
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Office: NAS 203B
Office Hours: M-W 9:00-10:00am
Th 2:30-3:30pm

Course Description

This course is for students who wish to participate in planning and producing the University of Montana's 46th Annual Kyi-Yo Pow Wow. Most of the work will be done outside of class in committees and individually. Each week students will report on progress made. Students must fulfill all obligations during pow wow weekend and complete all follow up work after the pow wow.

Course Objectives

1. To learn basic event planning skills
2. To know the variety of general tasks necessary to put on a successful pow wow
3. To know in-depth the specific tasks necessary to carry out a successful pow wow

Required Readings

The Pow Wow Guide prepared by the 2013 Kyi-Yo Pow Wow Seminar class.

Committee Selection/Participation

Each student is required to join one or more committees in which to participate. Students in each committee need to designate a chair person (who will receive 5 extra credit points) who will be responsible for leading their group in the planning and execution of their committee's tasks. **PLEASE NOTE** that each person is still responsible for tracking and carrying out their own responsibilities! Your committee will begin by reviewing the applicable section(s) of the 2013 Pow Wow Guide, assessing what needs to be done and developing a task time line for completing those tasks. Each committee will also be assigned a key mentor whom you may contact for advice or assistance when necessary.

Task Time Line

Each committee is required to develop a spreadsheet outlining all the tasks necessary for completing their group's responsibilities. Time lines must designate a person/people responsible for carrying out each task and the date it must be done by. **You will receive a group grade for compiling the Task Time Line, therefore, it is essential that each committee member participates in this endeavor.** Each committee will meet with the instructor for final approval.

Implementing Your Task Time Lines/Journals

The remainder of the class will be devoted to planning and producing the 46th Annual Kyi-Yo Pow Wow. Each week, students will be required to turn in one journal entry detailing the work you did the previous week. You will report on this in class. Journal entries should be typed, double-spaced and at least 1-2 pages in length. They are worth 2 points each—1 point for the journal and 1 point for the actual work you performed.

Pow Wow Weekend

Each student must participate in the entire production of the pow wow. You must sign in/out when arriving to fulfill your obligations.

Report

Each student must turn in a report detailing the tasks you carried out in the class overall, as well as any changes you think need to be made to the previous year's Pow Wow Guide. Reports must be typed, double-spaced and at least 3 pages in length.

Pow Wow Guide Revisions

Each committee must turn in a copy of the list of duties outlined in the previous year's Pow Wow Guide that reflects the changes that they believe are necessary. This can also include helpful advice to next year's committee members, the contact information for vendors and other service providers as well as anything else your committee deems is important for subsequent committee members to know.

Course Policies

Attendance and participation: Three unexcused absences are allowed. You do not need to notify me if your absence is **unexcused**, but you should find out what you missed from a classmate and see me if you have any questions. Your attendance and participation grade will drop 2 points for every unexcused absence thereafter. Excessive tardiness or leaving early will be considered as an absence. If you come to class but sleep, talk to friends, pass notes, listen to headphones, text, email, etc., you will NOT receive credit for attending that day. Use common sense and be respectful. Cell phones and headphones may not be used in this class. Please note that this is called attendance *and* participation. Your contribution to the class is important and you must be prepared for and actively participate in class assignments.

Late Work: Late work will lose 3 points per day. I will not accept assignments later than three days without a university or medical excuse (in some extreme cases I may also excuse an absence).

Code of Academic Integrity: Work submitted for written assignments must be your own work. Submitting another person's work (either borrowed language or ideas) as your own may be grounds for expulsion. All students need to be familiar with the Student Conduct Code, which is available at http://life.umt.edu/vpsa/student_conduct.php.

Incompletes: Incompletes will only be granted in the case of an extreme circumstance or university or medical excuse. Students must have completed at least 80% of the course to receive an incomplete and must get permission from me before finals week.

Students with Disabilities: This course is accessible to and usable by otherwise qualified students with disabilities. To request reasonable program modifications, please consult with the instructor. Disability Services for Students will assist the instructor and student in the modification process. For more information, visit the Disability Services website at <http://www.umt.edu/disability>.

Points:

Attendance and Participation	25
Task Time Lines	15
Journal Statements	15
Pow Wow Weekend	25
Report	10
Pow Wow Guide Revisions	+ 10
	100

Grading:

A 93-100	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F 0-59

COURSE OUTLINE

Week 1

1/27 Introduction

1/29 Committee selections; Review 2011 Kyi-Yo Pow Wow Guide

Week 2

- 2/3 In class work on Task Time Lines
- 2/5 In class work on Task Time Lines (if necessary, you will need to meet outside of class to finish this)

Week 3

- 2/10 **Task Time Lines Due**
- 2/12 In class revisions to Task Time Lines (meet with Heather for final approval)

Week 4

- 2/17 **No class/President's Day Holiday**
- 2/19 In class revisions to Task Time Lines (meet with Heather for final approval)

Week 5

- 2/24 Task Time Line Implementation begins
- 2/26 Committees report out; In class work

Week 6

- 3/3 Committees report out; In class work; **Journal #1 Due**
- 3/5 Committees report out; In class work

Week 7

- 3/10 Committees report out; In class work; **Journal #2 Due**
- 3/12 Committees report out; In class work

Week 8

- 3/17 Committees report out; In class work; **Journal #3 Due**
- 3/19 Committees report out; In class work

Week 9

- 3/24 Committees report out; In class work; **Journal #4 Due**
- 3/26 Committees report out; In class work

Week 10

- 3/31 **No class/Spring Break**
- 4/2 **No class/Spring Break**

Week 11

- 4/7 Committees report out; In class work; **Journal #5 Due**
- 4/9 Committees report out; In class work

Week 12

- 4/14 Committees report out; In class work; **Journal #6 Due**
- 4/16 Finalize all preparations for the pow wow
- *******Pow Wow Weekend: 45th Annual Kyi-Yo Pow Wow, April 18-19, 2014*******

Week 13

- 4/21 **In class recap of weekend (take notes for reports and Pow Wow Guide revisions)**
- 4/23 Additional recap, if necessary; In class work on Reports

Week 14

4/28 **Reports Due**

4/30 In class work on finalizing Pow Wow Guide revisions

Week 15

5/5 In class work on finalizing Pow Wow Guide revisions

5/7 **Pow Wow Guide Revisions Due**